

Shrewsbury High School

# Student Handbook

2015-2016

# Welcome!

August 2015

Dear Student and Parents/Guardians:

As the new school year begins it is important that you take the time to familiarize yourselves with our handbook. The Shrewsbury High School mission states that our “school community provides challenging, diverse, learning opportunities; promotes creativity and independent thinking; and empowers students to become capable, caring, active contributors to the world in which they live.” Our school’s core values serve as the foundation upon how students will achieve the school’s mission. The core values intentionally form the acronym: L.E.A.D.E.R.: Life Long-reflective Learners, Equity, Advocacy, Dedication, Empathy/Respect, and Responsibility. We strive for our students to be leaders in the classroom, co-curricular activities, and our community. It is my hope that students will embrace our values and continue to build upon our rich traditions and meet our school’s mission.

One way to help support students is to provide them with a tool to enable their success. This handbook is one of the tools that will help students to be successful at Shrewsbury High School. The handbook includes our School Code of Conduct and important information on student life.

The handbook details the shared responsibilities of students and parents. Simply stated the our community is based upon the principles of respect and responsibility. Respect for oneself, one another, and property are critical to cultivating and maintaining the positive culture

of our school. We all share in the responsibility of maintaining these high standards of our community.

If students use the handbook as a guide and resource about our core values and community, they will be better positioned to become successful students and “capable, caring, active contributors” to a world needing their skills, knowledge, creativity, and commitment to learning.

As your principal I look forward to watching you grow and positively contribute to our school and community.

Sincerely,

Todd H. Bazydlo

Principal



# General Information

## **Shrewsbury High School's Mission**

The Shrewsbury High School community provides challenging, diverse learning opportunities; promotes creativity and independent thinking; and empowers students to become capable, caring, active contributors to the world in which they live.

## **Shrewsbury High School Core Values**

Life-long/Reflective Learners

Equity

Advocacy

Dedication

Empathy/Respect

Responsibility

## **Expectations for Student Learning**

### **Academic Expectations**

Students at Shrewsbury High School will:

1. Apply critical thinking to solve problems.
2. Apply creativity to formulate work and express themselves in a variety of ways.
3. Exhibit effective communication skills.
4. Access, analyze and demonstrate an appropriate and varied use of information literacy and technology skills.
5. Develop and maintain health, wellness, fitness, and self-advocacy.

### **Social Expectations**

Students at Shrewsbury High School will:

6. Demonstrate personal responsibility.
7. Show respect for all individuals through collaborative and cooperative opportunities.

### **Civic Expectations**

Students at Shrewsbury High School will:

8. Exhibit a commitment to community involvement.

# Staff Listed by Department

## **Administration**

Todd Bazydlo  
Maureen Monopoli  
Gregory Nevader  
Gerald O'Connell

## **Athletic Director**

Jason Costa

## **Classroom Aides**

Charles Allen  
Joseph Armenti  
Joy Bosnakis  
Katherine Campbell  
Noreen Christie  
Andrea DiTerlizzi  
Matthew Epstein  
Barbara Fink  
Mala Ganeson  
Ruth Haynes  
Steven Johson  
Katie Lizotte  
Alex Mihalich  
Jay Nichols  
Kevin O'Connor  
Naomi Petrovsky  
Heather Sena  
Marcio Sabo  
John Shapazian, Jr.

Tracy Testa  
Jean Waligora  
Lauren Zingarelli

ABA Technicians  
Jill Christensen  
Deborah Durnin  
Jessica Prescott  
Janet Thompson  
Nerida Vargas

Counseling  
Lee Diamantopolous  
Susan Eriole  
Kathleen Floyd  
Frank Flynn  
Nga Huynh  
Jammie Lussier  
Judith O'Connor  
Valene Parmenter  
Jessica Rice

## **ELL**

Catherine Murray  
Melissa Nattinville

## **English**

**Liza Trombley-Director**  
Dayna Brown Dolan

Justine Burnett  
Lauren Cacela  
Kathryn Cawley  
Danielle DePeter  
Stephen Flahive  
Colleen Hall  
Rebecca Jha  
Christina MacDonald  
Erin Palazzo  
Heather Penfield  
Robert Secino  
Nicholas Splaine  
Jennifer Steinberg  
Justin Winn  
Kelly Yellin

## **Food Service**

### **Beth Nichols-Director**

Heidi Doyle  
Mary Ricker

## **Foreign Language**

### **Sara Honig-Director**

Kenneth Almeida  
Robert Arnold  
Katelyn Babigian  
Curtis Bellemer  
Jessica Bisbee  
Madeliene Del Toro

Anne Ernest  
Yan Ping Liu  
Rose Montalvo  
France Murphy  
Kimberly Plourde  
Heather Thompson  
Deborah Vigneaux

## **ITAMS**

### **Shawna Powers-Director**

Emily Bredberg  
Tracy Calabresi  
Tara Gauthier  
Maggie Korab  
Dawn Vigliatura

## **Mathematics**

### **Jean Marie Johnson-Director**

Elizabeth Anderson  
Lori Blasioli  
Patricia Busso  
William Cobb  
Peter Collins  
Jessica Gardner  
Lisa Noel  
Nancy Lowery  
Cathy McDonagh  
Rebecca Moisan  
Rebecca Mongiat

Andrew Moran  
Amy Prior  
Denise Satterfield  
Jose Schroen  
Annemarie Weir  
Lucas White

**Nurses**

Brenda Filiere  
Pamela Johnson

**Performing Arts**

**Thomas O'Toole-Director**

Meg Dagon  
Michael Lapomardo  
Brian Liporto

Jennifer Webb

**Office Staff**

Christine Besaw  
Brenda Buckley  
Michelle Drohan  
Kathy Granados  
Gail King  
Jenni Koch  
Martha Murphy  
Liz Petkauskas  
Kathy Taylor

**PE/Health/FCS**

**Debra Garcia-Director**

Jean Brunell  
Ian Butterfield  
Patricia Crosson  
Colleen D'Errico  
Bethany Dzivasen

Donna Ferris  
Erin Hickey  
Brittany McNally  
Sarah Monica

Beth Morin  
Paula Toti  
Matthew Wheeler

**Resource Officer**

Mark Hester

**Science/Engineering**

**David Hruskoci-Director**

John Brocki  
Jill Carter  
Moiria Chan  
Norma Chico  
Patrick Collins  
Kara Constantine  
Jennifer Cuddy  
Annemarie Duggan  
Richard Doherty  
Derric Lowery

Hannah Moriarty  
Melinda Moynihan  
Barbara O'Connor  
Jennifer Peloquin  
Sharon Roland  
Zachary Tashjian  
Alexandra Wilson  
Paul Wood

**Social Sciences**

**Jennifer DiFrancesca-Director**

John Aloisi  
Matthew Brown  
Michael Burke  
Michael Carpentier  
Monica Charest  
Daniel Doherty  
Jennifer Grady  
Greta Gray  
Zachary Hertel-Therrian  
Erica Mulryan  
Jessica Rigberg  
Timothy Scheer  
Andrew Smith  
Kim Smith  
Allison Wright

**Special Education**

**Cathy LaRoche-Director**

Stephen Arey  
Linda Derosier  
Todd Foster  
Mario Gonzalez  
Alisha Harrigan  
Katie Heald  
Natalie Jeannette  
Kelli McSweeney  
Beth Neiman  
Patrick O'Connor  
Lynne Rohtstein  
Deborah Quinn  
Daniel Shaughnessy  
Carolyn Sherman  
Michele Simler  
Marc Spisto

**Visual Arts**

**Pamela LeBlanc-Director**

Brooke Butler  
Kristine Cobb  
Shari Fox  
Sarah Williams

## Section 1

# Organization & Care of School Property

### **Organization**

Shrewsbury High School includes students in grades 9 - 12. All students are scheduled with courses carrying credit toward graduation. Each student is assigned to a homeroom (alphabetically by grade). Homeroom teachers provide general school advice and support. Each student is assigned a guidance counselor who will provide academic and personal support and direction.

### **Care of School Property**

Students normally respect the school property and maintain it with pride. Students should not mark school furniture, walls, ceiling, floor or equipment with pen, pencil, paint or any other instrument. Do not tamper with the fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or creates a hazard to the safety of our students will be subject to disciplinary action, legal proceedings, and restitution.

## Section 2

# Fire Drills and Lockdown Drills & Lockers

### **Fire Drills and Lockdown Drills**

Fire drills and lockdown drills are conducted periodically throughout the school year. During these drills, students must follow teacher instructions.

### **Lockers**

Students are encouraged to use lockers or storage areas provided by departments for property. Valuable personal items should remain home. The school provides personal lockers and locks for every student. Lost locks must be repurchased in the main office. All non-school issued locks will be removed from lockers.





### Section 3

# Lost and Found

## **Lost and Found**

All student property not picked up by the end of each month will be donated to charitable organizations.

## Section 4

# Parents Contacting the School & Parent Participation

### **Parents Contacting the School**

Shrewsbury High School would like to help you address any school-related problem or concern. Generally, the best place to start when looking for a solution to a problem is the source. Following these guidelines will help ensure the quickest resolution to your problem.

- When your concern is about your child and his/her educational program, contact the teacher first.
- If you are not satisfied with the outcome of the meeting, call the appropriate Department Director.
- If the problem is not solved after this meeting, call your child's grade administrator.
- If no resolution is reached at the grade administrator level, then the problem should be brought to the principal.
- If there is no resolution with the principal, you may contact the superintendent of schools.

### **Parent Participation**

Parents are encouraged to actively support their children's education. Please feel free to call or visit the school. Teachers, counselors, directors, and administrators will be happy to discuss school programs and your child's progress. Your child's records are available to you at all times. We urge parents to join one of the parent groups including the Parent Forum, Athletic Boosters, and Music Association.

## Section 5

# Principal's Communications & School Cancellations

### **Principal's Communications**

Parents are automatically enrolled for any communication that comes from the principal. The principal typically sends out weekly updates regarding school happenings. Hard copies of these communications are available upon request.

### **School Cancellations**

When school will be canceled or delayed because of weather conditions, families will be notified, usually no later than 6 a.m., through our automated calling system. Cancellations and delays will also be posted on the school website and broadcast on local television and radio stations. When there is a delay, school buses run on the delayed schedule. Special Education transportation will also be delayed unless the student is individually notified of another adjustment. Dismissal times will remain the same as they are on a regular day.

## Section 6

# Teacher Training and Textbooks and Media Books

### **Teacher Training**

Shrewsbury High School is designated as a teacher-training site for many area colleges and universities. Students can expect that at some time during their time at Shrewsbury High School, one or their experienced teacher will be working closely with a practicum or pre-practicum teacher who will be learning the skills needed to become an effective educator.

### **Textbooks, Media Books, and iPads**

All students are expected to cover their textbooks and treat them carefully. Students are responsible for any misused or damaged textbook, media book, or iPad. The repair or replacement cost of these items is determined by the department and must be settled at the end of the school year. Students who do not pay for lost or damaged textbooks, media books or iPads will not be allowed participate in graduation.

## Section 7

# Visitors & Student Concerns

### **Visitors**

Adult members of the community are welcome to visit Shrewsbury High School. All visitors must register in the Main Office and receive a visitor's pass. Shrewsbury students are not permitted to invite other high school or college-age guests for visits.

### **Student Concerns**

Students are encouraged to become involved in their school. If they have a concern they should discuss it with an appropriate staff or Student Council member. If not comfortable at this level, administrators are available to assist and/or redirect them. It is a student's responsibility to raise concerns, in a respectful manner, with appropriate faculty or administration. Students are also encouraged to participate actively and respectfully in the annual School Community Meeting.

## Section 8

# Work Permits

Work permits may be obtained at the Superintendent's Office, 100 Maple Ave., or at Shrewsbury High School. The following guidelines must be followed:

- A student must have been hired for a job before obtaining a work permit.
- A birth certificate is required for the first work permit.
- The student must come in to obtain the work permit.
- Each new job requires a new work permit.

# ACADEMIC PROGRAM



## Section 1

# Graduation Requirements

To graduate from Shrewsbury High School, a student must earn a minimum of 105 credits and pass the Massachusetts Comprehensive Assessment System (MCAS). Freshmen and sophomores must carry a minimum of 31.25 credits per year. Junior and seniors must carry a minimum of 28.75 credits per year. Specific distribution requirements must be fulfilled for graduation. All students must earn at least the following credits:

- 20 credits in English
- 15 credits in Social Sciences
- 15 credits in Mathematics
- 15 credits in Science
- 10 credits in Physical Education
- 3.75 credits in Health
- 2.5 credits in Fine or Performing Arts
- 23.75 credits in Electives

Within the stated credits, students must earn a specific number of credits in the following courses:

<b>Subject Area</b>	<b>Total # of Credits Required for Graduation</b>	<b>Specific Courses Required for Graduation</b>
English	20	English 9 - 5 credits English 10 - 5 credits English 11 - 5 credits English 12 - 5 credits
Social Sciences	15	US History I - 5 credits US History II - 5 credits
Math	15	--
Science	15	--
Health	3.75	Health 9: Wellness - 1.25 credits Health 10: Healthy Living - 1.25 credits Health 11: Lifelong Health - 1.25 credits
Physical Education	10	Grade 9 PE - 2.5 credits Grade 10 PE - 2.5 credits Grade 11 PE - 2.5 credits Grade 12 PE - 2.5 credits
Fine/Performing Arts	2.5	--

A semester of work in a course that meets daily earns 2.5 credits; a full year's work in a course that meets every day earns 5 credits. Freshmen and sophomores must carry a minimum of 31.25 credits. Juniors and seniors must carry a minimum of 28.75 credits.

Only credits earned in grades 9-12 may be applied to graduation requirements. In order to participate in graduation, ALL requirements must be met. In addition, a senior must remain in good standing throughout senior year and pass four full credit courses (2.5 credits per semester) for the second semester. Courses that are graded on a Pass/Fail basis are not included toward the four unless stipulated on an IEP or by prior administrative agreement. Seniors who do not successfully complete the requirements for a diploma are not allowed to participate in the graduation ceremony.

## Section 2

# Promotion Policy & Summer School

### **Promotion Policy**

In order to continue with his/her class:

- A freshman must earn at least 21 credits by September to be classified as a sophomore.
- A sophomore must earn at least 45 credits by September to be classified as a junior.
- A junior must earn at least 73 credits by September to be classified as a senior.

Students who pass approved summer school, night school, or online credit courses may apply these credits to be promoted to the next grade level.

### **Credit Recovery**

Credit recovery may be offered to provide students with the opportunity to make up failed courses or receive extra help in a subject.

- Students must attain a minimum grade of C- in any course in order to receive credit.

- All make-up courses will be considered equivalent to one semester of work (worth 2.5 credits).
- Make-up must be done immediately following the academic year in which the course was taken. No sequential courses may be taken prior to passing the prerequisite. Students failing one semester of English should make it up the next academic year, either during summer school, night school, on-line (if teacher approved) or during the academic year immediately following the failure. Whenever two semesters of English credit are outstanding, the student may not go on to the next year of English. S/he must make up both semesters of English at that point.
- A student must have approval of the counselor and grade administrator to attend summer school and/or night school. He/she must maintain good attendance, reasonable effort, and acceptable behavior in the failed class. Administrators will review cases on appeal with the department director.

## Section 3

# Repeating Courses & Grades and Progress Reports

### **Repeating Courses**

Students may repeat courses for the following reasons:

#### 1. Failures

a. Both grades (the failing grade as well as the new grade) will appear on the transcript and will be counted towards GPA.

#### 2. Poor Grades

a. Both grades (the lower grade as well as the new grade) will appear on the transcript, and both grades will count towards GPA.

### **Grade Reporting**

Student progress may be reviewed on PowerSchool at any time; all teachers are required to have grades fully updated at the midpoint of each quarterly marking period. These dates will be posted on the school website and the principal's weekly email. A final paper report card will be mailed home at the end of the school year.

Student grades are updated approximately every four weeks. The school grade reporting for transcripts purposes occurs approximately every 8 weeks. Students and parents can ac-

cess the quarterly grades that are recorded on their student record on the following dates:

First Quarter ends 11/6-Grades posted by 11/13

Second Quarter ends 1/27-Grades posted by 2/3

Third Quarter ends 4/1-Grades posted by 4/8

Fourth Quarter ends 6/16-Grades posted by 6/22

\*The above dates are subject to change based upon school cancellations.

Parents of a child having academic difficulty should contact the school for conferences with teachers and/or guidance counselors.

## Section 4

# Final Exams & Class Rank

### Final Exams

Students must take final exams during the scheduled exam period only. In extenuating circumstances, with the written approval of the grade administrator, other arrangements for final exams may be made.

Senior exam waiver: Seniors who maintained a B+(87 or over) average in any SHS class taken for credit for all four quarters combined, shall be exempt from taking the final semester exam with the teacher's approval. Eligibility depends upon having no attendance violation (10-day letter) in any class, or an attendance waiver granted in a class in which the student exceeded 10 absences.

### Class Rank

An official percentile rank is determined at the end of Grade 11 and at the end of the first and second semesters of Grade 12. Only those classes taken at Shrewsbury High School will be included in class rank, and students must be enrolled at Shrewsbury High School for at least two consecutive semesters to be included in class rank. Class rank is calculated from the total number of quality points a student earns. The grade received in a course and the level of the course determines quality points.

In order to be considered for Valedictorian and/or Salutatorian students must be enrolled for 8 consecutive semesters. Final determination of these distinctions will be made at the conclusion of quarter 3 of students' senior year.

The semester grade is an average of the two term grades added to the semester exam. The weight of the semester exam may range from 10% to 20% of the semester grade.

## Course Level/Values and Weight Table

Course Levels/ Quality Points			
Grade	AP	Honors	A- Level
A+	5.7	5.2	4.7
A	5.3	4.8	4.3
A-	5	4.5	4
B+	4.7	4.2	3.7
B	4.3	3.8	3.3
B-	4	3.5	3
C+	3.7	3.2	2.7
C	3.3	2.8	2.3
C-	3	2.5	2
D+	2.7	2.2	1.7
D	2.3	1.7	1.3
D-	2	1.5	1
F	0	0	0

## Section 5

# Honor Roll & Grading System for Honor Roll

### Honor Roll

The honor roll will be calculated at the conclusion of each marking period for grades 9 - 12. All courses in which students earn credit and receive a numerical grade will be used in determining honor roll. The honor roll is based on the average a student achieves each marking period. The following averages will be used to calculate honor roll:

Highest Honors: An average of 93% or greater

High Honors: An average of 90% or greater

Honors: An average of 85% or greater

The exact numerical average a student receives for each class in a marking period will be used to determine honor roll. Students who earn any grade below a C+ (77) or who receive a "WF" (withdrawal/failing) are not eligible for honor roll designation for that marking period. An honor roll is published each quarter on the SHS web page.

### **Grading System For Honor Roll**

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66
A- 90-92	B- 80-82	C- 70-72	D- 60-62

F/Failing below 60

Inc. =Incomplete



## Section 6

# Academic Awards & Homework Guidelines

### Academic Awards

Our programs for recognizing academic achievement include:

- Recognition in disciplines by departments.
- Selection of students in their Junior or Senior year to the National Honor Society, National Art Honor Society, National French Honor Society, National Mathematics Honor Society, National Latin Honor Society, National Spanish Honor Society, TriM Music Honor Society, and Chinese National Honor Society.
- Presentation of Honor Student Medals to seniors who have earned a 4.0 cumulative average in a minimum of 40 semester courses during the 4 years of high school.
- Recognition of seniors who have earned a 4.0 cumulative average.

### Homework Guidelines

Homework is defined as preparation for class carried out independently by the student. It is important for all students to do regular homework as well as special projects. The ability to work successfully without supervision is valuable for intellectual development. Student, teacher, parent, and administrative responsibilities regarding homework follow.

#### Student Responsibilities

Students need to be aware that keeping up with assignments is often crucial for success in their courses. Reflection, practice, and synthesis of classroom material are essential for growth. Students must take it upon themselves to fully understand each teacher's expectations, with respect to assignments, at the beginning of a course and proceed to use assignments as a tool to increase understanding and progress. Students should:

- familiarize themselves with each course syllabus.
- expect homework each night.
- plan homework time.
- use a paper or electronic calendar to organize assignments.

- turn homework and assignments in on time.
- not let field trips excuse not doing homework.
- thoughtfully do their own work and not copy assignments.
- reassess returned assignments and note all feedback.
- makeup all assignments missed.

### Teacher Responsibilities

Teachers need to be thoughtful about both the quantity and quality of homework assigned. If something is deemed worthy enough to be assigned, the end result should, consequently, be valued. This may take the form of questions addressed in class the following day, class discussion, or collected homework for which the teacher provides written feedback. Teachers should:

- delineate homework policy and grading weights in course syllabus.
- give specific oral or written feedback and return collected homework in a timely fashion.
- use homework as a tool to assess student understanding.
- post assignments in classrooms/via Schoology to encourage student planning.
- allow adequate time for all assignments.

### Parent Responsibilities

Parents have a special responsibility to ensure that students prioritize schoolwork and complete homework and other assignments. Additionally, parents maintain a vital connection between home and school by contacting teachers, counselors, and administrators when their student is experiencing difficulty with assignments. Parents should:

- read course syllabi to learn about course requirements, individual teacher's grading of homework and frequency of assignments.
- provide appropriate time, materials, and space.
- contact teachers with questions and concerns.
- contact school when student has been absent three days or more to get homework assignments.
- ensure a balance between schoolwork and other activities.

### Administrative Responsibilities

The high school administration, including the principal, assistant principals, and department directors, are responsible for ensuring that all schoolwork, assignments, and homework reflect and are consistent with the educational goals of the high school's mission and expectations for student learning. The administration should:

- encourage teachers to use homework as a tool to reinforce learning.

- oversee assignment of major projects with regard to impact on the total curriculum.
- emphasize that learning extends beyond the school day and that thoughtful homework is an integral part of learning.
- encourage teachers to use technology, i.e., the high school's web page, email, and voice mail system, to promote homework help and information.
- monitor the implementation of homework guidelines.

## Section 7

# Make-up Work

### **Make-up Work**

Students who are absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as missed from class. All makeup work must be submitted by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up, unless the grade administrator grants permission.

A days absence does not excuse a student from responsibility for all requirements on the day of his/her return. Grades will be withheld if make-up work is not turned in, resulting in failure if the situation is not remedied. The student is responsible for obtaining all make-up work from teachers immediately upon return to school. If a student will be out of school for an extended period, a parent should contact the student's school counselor to get homework assignments. If a student will be out of school due to illness for more than ten school days, the parent should notify the school nurse and guidance counselor to discuss the possibility of home tutoring.

Teachers will notify a student and the school counselor when the student is assigned an "Incomplete" in any class at the end of a quarter; all work must be completed and turned in to

the classroom teacher within 10 school days or the grade of "Incomplete" will become an "F."

## Section 8

# Extra Help & Medical Excuse for Physical Education

### **Extra Help**

Teachers are available for extra help if a student does not understand an assignment, if the work is difficult, or if a student has been absent and missed class discussions and assignments. A conference may be arranged with the teacher at a mutually agreed time.

### **Medical Excuse for Physical Education**

Students may be excused from Physical Education classes with proper medical documentation verified by school nursing staff.

## Section 9

# Special Programs

Shrewsbury High School's curricular offerings are designed to meet the needs of all students. There are times, however, when a student needs special programs or courses. Shrewsbury High School has several options for this purpose.

- **Promoting Academic Connections and Engagement**

**(PACE):** For students with specific learning needs as identified by the Student Support Team.

- **Tutorial Services:** Peer tutoring is one of the most effective ways for students who need extra help in a subject. Students in grades 9-12 can receive such assistance in all subjects. Peer tutors are National Honor Society members or students in grades 10-12 who have been recommended by teachers as capable of providing help in a subject. Tutoring sessions take place during the directed study and continue for as long as required. Students are referred for tutoring by himself/herself, a teacher, a counselor or administrator, or parents. Please contact the department director or any faculty member for more information about this program

- **Dual Enrollment/College Courses:** The Dual Enrollment program provides opportunities for Massachusetts high school students to take college-level courses and earn credit simultaneously toward high school completion and their future college degrees. Students wishing to take col-

lege courses for high school credit at local colleges and universities require the counselor's and the principal's approval prior to registering for a course. Semester courses taken at colleges will be recognized at Shrewsbury High School as 2.5 credits per semester. College courses will not be counted when a student's rank or GPA is calculated.

- **Assabet Alternative High School:** For students with specific learning needs as identified by the special education Team.
- **Assabet Valley Regional Technical High School:** The technical high school program provides specific vocational training for high school students. Students must apply through their counselor by April 1st to be considered for possible placement in the regional program.
- **PM School:** This program provides an opportunity for students to receive individual help and support to assist them in making up work in order to receive credit. Students may enter this program only at the recommendation of the grade administrator.
- **Student Assistants/Interns:** This program allows students to utilize study time in school to work as assistants to faculty and staff in faculty and administrative work. Students should see their counselor for more information.

# STUDENT SERVICES

## Section 1

# Special Education & Counseling Services

### **Special Education**

The Special Education Program is in compliance with the special education federal statute (Individuals with Disabilities Education Act-IDEA04) and the state statute (603CMR28.00: Special Education).

### **Counseling Services**

Counseling services are available for every student in the school and may include assistance with educational planning, interpretation of test scores, occupational information, career information, study habits, help with home, school and/or social concerns; or any questions the student may feel he/she would like to discuss with the counselor. School psychologists are available for more serious emotional/psychological concerns.





## Section 2

# Student Schedule Information

**Distribution of Schedules:** Student schedules will be distributed in homeroom during the first day of school. Seniors and juniors should be scheduled for a minimum of 28.75 credits; sophomores and freshmen for a minimum of 31.25 credits.

**Course Changes:** Request for course changes will be classified as necessary or discretionary. Necessary changes will be made during the first week of school; discretionary changes will be discussed during the second week of school.

**Necessary changes include:**

- Students with incorrect schedules
- Students with fewer than seven classes
- Core curriculum classes at the wrong level
- Students failing to meet the prerequisite for a given class

**Discretionary changes include:**

- Changes in elective
- Selection of an additional elective
- Changes in level
- Significant changes in course planning

**Other changes:** All schedule changes after the first two weeks of the first semester and the first week of second semester must be authorized by the grade administrator and/or principal. No schedule change will be approved that reduces the student's load to less than the minimum number of required credits plus physical education except in extenuating circumstances. Students will not be dropped from the class roll and assigned a study even if the student is failing or losing credit due to attendance. In rare circumstances, changes may be made in levels within the same course or department with the approval of the teacher, school counselor, department director, and grade administrator. The student's counselor will prepare the paper work for all schedule changes upon approval from the administrator. Signatures of the student, teachers, department director, parent/guardian, and the administrator are required before the change becomes effective.

**Dropping Courses:** Students who drop a course/level after the third week of the semester receive a letter grade of "WP" (withdrew passing) or "WF" (withdrew/failing) for the semester. Students who drop a course after the end of the 1st or 3rd quarters will receive an F grade for the semester (regardless of the term grades).

# Student Record Regulations

## **Student Record Regulations**

All records are available to students and parents with reasonable notice. Records must be provided to both biological parents in the absence of a court order to the contrary. Copies of records may be released to third parties only with written permission from the student/parent or guardian. To release a record to or for a student who has graduated or left school requires the student's signature on a Transcript Request Form.

## **Transfer Procedures**

- Student takes a copy of the transfer card and a copy of his/her immunization record. A copy of the transcript (unsigned and without the seal) may be taken if the student so requests.
- Official transcript, standardized test scores, special education records and all temporary records will be sent upon written request by the student or parent/guardian on a form provided by the new school system.

## **Retention and Destruction of Records**

- Transcripts for graduates will be retained for sixty years.
- Standardized test scores and special education records will be retained for five years.

- Student temporary records will be destroyed no later than seven years after the student transfers, graduates or withdraws from school system.
- Records for transfer students and students who have withdrawn will be retained according to the expected date of graduation.

### **Release of Information**

- According to Mass. General Law 603 CMR 23.07, Shrewsbury High School may release student names, addresses, telephone listings, date and place of birth, dates of attendance, weight and height of athletic team members, class and club participation in officially recognized school activities and sports, degrees, honors, awards, and post high school plans. However, parents and students have the right to request, in writing to the principal, that this information not be released without prior consent.
- According to Mass. General Law 603 CMR 23.10, authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving or has left, gives notice that it forwards student records to school in which the student seeks or intends to enroll.
- According to Mass. General Laws 603 CMR 71.34, parents have the right to inspect student records. Parent/guardian

may “inspect academic, scholastic, or any records concerning such student...regardless of the age of such student.”

## Section 4

# Media Center

The Media Center is open from 7:00 a.m. to 3:00 p.m. on school days.

### **Media Center Guidelines:**

1. Classes for research and instruction in information literacy skills use the media center.
2. Seniors also use the media center for quiet study or underclassmen that have obtained a library pass from the library staff either before or after school.
3. Underclassmen with library passes must report to study hall before proceeding to the media center.
4. Senior privilege allows seniors to use the media center during study. However, failure to follow the rules may result in the loss of library privileges for a period of time to be determined by the media staff and/or their grade level administrator.
5. All students must arrive during the first ten minutes of a period and are expected to remain in the library for the entire period. Seniors are allowed to return to their common study but will not be readmitted to the library during that period.

6. Students may spend only one study period per day in the media center unless the media staff grants additional time.
7. Students whose behavior in the library is inappropriate may lose their library privileges for a specified period of time to be determined by the media staff and/or their grade administrator.

### **Book Loans**

1. Books are loaned for a three-week period. Books may be renewed once for another three weeks.
2. Overdue notices are delivered on a regular basis.
3. Students' names are submitted to administration when books are overdue more than one month.
4. Students who lose books will be billed for the cost of the book(s).

## Section 5

# Student Publicity & School Nurse and Health Information

### **Student Publicity**

Many school events, student accomplishments, and student work are published through both print and electronic media, including local newspapers, local cable television, and the Internet. If you have any objection to your child being included in the items listed below, you must send in writing your decision to opt out to your child's principal. Unless the school receives contrary notice in writing from a parent, it is assumed that parents have given consent for the information below to be publicized.

1. Images for print, broadcast, and electronic display and distribution
2. Audio and video for broadcast and electronic display and distribution
3. Directory Permission – Student's name, address, phone number and email address supplied to students and parents in your school community.

### **School Nurse and Health Information**

The school nurse strengthens and facilitates the education process by improving and protecting the health status of children. The major focus school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. If a student becomes ill in school, he/she should report to the nurse, who will decide what should be done. Students must not leave the building without authorization because of illness. If the nurse is not in, students are to report to the main office.

Students are not allowed to carry ANY medication on their person, with the exception of emergency medication. Students may carry and administer inhalers, insulin and epinephrine only. The nurses will dispense medications that are brought into school by a parent or responsible adult. These medications must be in a labeled prescription container and be accompanied by a signed doctor's order indicating that the medication has to be given during the school day. Medication orders must be renewed every school year.

Some students may have a surgical procedure of some sort during the school year. A student may not return to school until they are no longer taking narcotic pain medications. Narcotics will not be kept at school except for those students whose

chronic health conditions require them to be given during the school day as prescribed by the treating physician.

It is extremely important for parents to keep their contact information updated in Powerschool, so the appropriate person can be contacted in the event of an emergency.

Students should stay home if they are vomiting, or have a fever of 100 degrees or higher. Please do not send them back to school until they are fever free for 24 hours without medication.

**Student Accident Reporting:** Students should report to the nurse any accident resulting in an injury of any sort. Parents are asked to report to the nurse any injury that happens outside of school at any sport or co-curricular activity. These include a concussion, orthopedic injuries, requiring any assistive devices or any illness requiring prolonged absence from school. The nurses will help to ensure that the necessary arrangements are made for your student upon their return to school. By participating in co-curricular activities and athletics, students and their parent(s) assume liability for accidents and injuries that may reasonably occur in the context of these events.

**Student Accident Insurance:** At the beginning of each school year, the School Department makes available to families the purchase of student accident insurance. Such insurance is typically purchased by those who do not have employer-sponsored health/dental plans available to them in the workplace. Premiums will vary depending upon the insur-

ance coverage level selected. It is the responsibility of the parent/student to select the policy, pay the premium, and coordinate payment for health services received.

**Mandated Screenings:** Massachusetts requires that all students in grades 5 – 10 participate in postural screening annually. These screenings, along with height and weight measurements are done by the PE teachers. If the PE teacher has concerns about a particular student, he/she will be re-screened by the school nurse. Letters will be mailed home if follow-up is recommended.

In addition, students in grade 10 are required to be screened for hearing and vision. Hearing and vision are screened in the nurses' office, usually in December or January. Letters will be mailed home if follow-up is recommended.

Any parent who wishes that their child be excluded from screening(s) must submit a request in writing to the nurse's office along with proof of screening by the student's primary care provider or other medical professional.

**Physical Exams:** Massachusetts law (M.G.L. c.71, s.57) requires physical examinations of school children within 1 year before entry into school or within 30 days after entry, and at intervals of either 3 or 4 years thereafter. In addition the MIAA requires that any student participating in an interscholastic sport must pass a physical examination prior to participation. The exam is valid for 13 months from the exam date.

**Destruction of Health Records:** When a student leaves Shrewsbury Public Schools, health records are transferred to the receiving school or given to a parent/guardian in their entirety whenever possible. Parents are encouraged to provide transfer information to ensure that health records follow the student. Any health records that remain at school after the student transfers, graduates, or withdraw, will be kept for 7 years and will then be destroyed in accordance with MA Dept. of Education student record regulations.



## Section 6

# Shrewsbury High School Alumni Association

Each year the SHS Alumni Association offers grants to student groups and scholarships to graduating seniors. Information and applications are available at [www.shrewsburyalumni.org](http://www.shrewsburyalumni.org). Alumni association membership is open to all Shrewsbury High School graduates and friends. Our website can help you keep in touch with classmates. It also offers links to SHS Athletic Hall of Fame, the alumni newsletter, and special alumni events. When it's time for your five-year reunion, we can help you locate classmates, choose a site, and plan a program.

## Section 7

# Shrewsbury Food Service Information

### **Breakfast Program**

A Breakfast Program is offered daily at the High School before the school day begins. A variety of breakfast sandwiches, cereals, fruits, pastries, morning breads, juice and milk are offered daily. All meals meet the USDA requirements for good nutrition. The cost of breakfast is \$1.50. Families with financial need may qualify for a reduced price breakfast at \$.30 or a free breakfast.

### **Lunch Program**

A Lunch Program is offered daily at the High School. A variety of hot entrees, made to order deli bar, made to order salad bar, self serve salad bar, fruit bar, premade salad plates and premade sandwiches are offered daily. Milk, 100% juices, fruits, vegetables and the salad and fruit bar are included with any meal purchased. All meals meet the USDA nutritional guidelines. The cost of lunch is \$3.75 at the High School. Families with financial need may qualify for a reduced price lunch at \$.40 or a free lunch.

### **High School Point of Sale System**

The Meal Magic Point of Sale System is available at the high school. This system allows parents to put money on their child's account for meal or a-la-carte purchases. Any amount

of money can be added to a student's account. This system eliminates the need for cash or tickets. Cash can also be used for purchases. Parents can send a check or cash with their child to give to the cafeteria cashier at their school. The cashier will add this money to the student's account. Checks should be made out to the Food Service Department. In the check memo section note the child's name whose account should be credited.

**To take advantage of monthly promotions offered by the Food Service Department checks must be mailed to the Food Service Department 64 Holden Street Shrewsbury, Ma. 01545. Monthly promotions cannot be applied at the schools. Checks or cash will be credited at face value at the schools.**

**Parents can also opt to send \$.40 for Lunch or \$.30 for Breakfast in daily with their child.**

### **High School Meals to Go**

An after hour meal program is available daily for students. Students must order their meal by 8AM of the day the meal is re-

quested. Bag meals include a sandwich, beverage, snack and fruit. Bagged meals cost \$4.00. Order forms are available at the school store, the cafeteria and in the serving area.

### **Free and Reduced Breakfast/Lunch Applications**

Free and reduced price meals are available to students if there is financial need. Applications are available on line: [lunchapp.com](http://lunchapp.com) at the Food Service web site. Applications must be submitted yearly in the fall. If you need an application at any time during the year or help filling the application out call the Food Service Office at 508-841-8819 and one will be mailed to you. Eligibility is governed by guidelines set by the Department of Education. A written notification will be sent to all families stating what program they qualify for.

### **Menus**

The menu is posted on the Shrewsbury Home Page website at [schools.shrewsburyma.gov](http://schools.shrewsburyma.gov). The Food Service is committed to serving what is on the printed menu.

### **Contacts**

#### **High School Food Service Manager**

Mary Ricker 508-841-8848 [mricker@shrewsbury.k12.ma.us](mailto:mricker@shrewsbury.k12.ma.us)

#### **Food Service Director**

Beth Nichols 508-841-8819 [bnichols@shrewsbury.k12.ma.us](mailto:bnichols@shrewsbury.k12.ma.us)

# CO-CURRICULAR ACTIVITIES

Participating in co-curricular activities and athletics will add an important dimension to a student's high school experience. Being an active member of the school community provides students with opportunities to meet others, to apply academic skills and knowledge in social settings, work in a group or on a team, and to have a good time. Co-curricular activities and athletics are open to academically eligible students in good standing in grades 9-12 who have paid the required fee. Every student is encouraged to join at least one activity or team.

## Section 1

# Eligibility for Activities

To be eligible to participate in any club or activity, to hold office, or to practice in any club or activity, a student must receive at least a passing grade in four major subjects the previous grading period. If declared "ineligible" a student shall remain ineligible until grades are reported to parents following the end of the next marking period.

- This policy applies to all athletes and students participating in activities that require an intense, focused period of time and energy, including, but not limited to drama productions, FIRST Robotics, Speech and Debate, or elected representatives. The intent is to ensure students have sufficient time to study.
- The Principal may declare a student ineligible for violation of school regulations or not being in good standing due to attendance or disciplinary problems. Student officers of classes or activities and candidates for such positions are expected to exhibit cooperation and teamwork with students, faculty and administrators. Student class officers and school leaders are required to attend leadership-training workshops when offered by the school.
- A major subject is one that carries full credit value (5.0 per year or 2.5 per semester). A student not meeting the stan-

dard because of incompletes is ineligible until the incompletes are recorded in the office to meet the standard.

- Eligibility for the first term of each school year is determined on the basis of the previous year's final year averages, not the last term's grades.
- A failed course taken and passed in summer school, night school or online may restore eligibility.
- All student leaders, including captains, elected representatives, officers, and students appointed to leadership positions are expected to exhibit exemplary standards of behavior and act as role models for their peers throughout the school year, during vacations, and in the summer. Student leaders who are taken into protective custody; arrested, and/or convicted of offenses other than routine traffic matters; suspended from school as a result of a serious discipline matter, or who, in the judgment of the high school administration, are not setting a standard of behavior consistent with their responsibilities and the expectations of Shrewsbury High School and the community, may lose their leadership position.

## Section 2

# Activity Fee Information and Guidelines & Class Officers

### **Activity Fee Information and Guidelines**

- Students interested in participating in co-curricular activities at Shrewsbury High School will be required to pay a fee of \$100 per year with a maximum fee of \$300 per family per school year. Students who have been approved for free or reduced lunch do not have to pay the activity fee.
- The \$100 fee allows students to participate in as many activities as they desire during that year.
- Activity fees will be collected during the month of September each year. Information about payment will be mailed home to all families each August.
- If a student wishes to join an activity after the September deadline, they may make payment at that time. The fee remains at \$100 regardless of the date of payment.
- Refunds (full or partial) will not be provided under any circumstances

### **Class Officers**

To run for office, students must be academically eligible. All members of a class may vote. To run for office, students must be academically eligible. All members of a class may vote.

## Section 3

# Non School Sanctioned Activities & Athletic Procedures

### **Non School Sanctioned Activities**

Activities that are not sanctioned by the school (e.g., “Powder Puff Football” and “Senior Skip Day”) and are not under the supervision of the administration are not to be advertised or posted in school. These activities are not the responsibility of the school and may not take place on school grounds.

### **Athletic Procedures and Regulations**

Any member of a team representing Shrewsbury High School is subject to all regulations of the Massachusetts Secondary School Principals Association, the Midland-Wachusett League and Shrewsbury High School. In general, candidates are reminded that to be eligible they must meet the following requirements:

- Quarter grades will be used to determine athletic eligibility for winter and spring sports.
- Students must receive passing grades in a minimum of four full credit (5.0 credits per year or 2.5 credits per semester) courses to be eligible to compete in the next quarter.
- Quarter grades will be checked at the end of the 1st, 2nd, and 3rd marking periods.
- Second Semester grades will be used to determine eligibility for FALL sports.
- Students must receive passing grades in a minimum of four full credit courses, and
- Students must have earned a total 20 credits for the year in major course work ("5.0 credit"-granting courses).
- Students must be under the age of 19 before Sept 1st.
- Signed parent permission slips are required.
- A physical examination (a record of which must be on file in the health office) is required before practicing or competing in any sport.
- Students are responsible for all athletic equipment issued that is lost, stolen or damaged.
- All injuries must be reported to coaches and necessary forms must be completed.
- The principal may suspend or remove a student from athletics for serious violations of school regulations.

## Section 4

# Athletic Fee Information and Guidelines & Athletic Booster Association

### **Athletic Fee Information and Guidelines**

- Athletes will be required to pay an athletic fee of \$290.00 per sport with a maximum fee of \$870.00 per family per school year. Students who have been approved for a free or reduced lunch pay \$25 per sport with a family cap of \$75.
- The fees will be collected through the athletic department at the start of each sports season. Failure to pay by the established date will preclude the athlete from participating in any team practices, tryouts, games, or meetings.
- Checks collected during tryouts will be returned to the athlete if that athlete is cut from a sport and decides not to take part in another non-cut sport that season. There will be no refunds to any athlete who leaves the team or is injured after the following dates for each season:

Fall Season: September 4, 2015

Winter Season: December 4, 2015

Spring Season: March 25, 2016

- Refunds (full or partial) will not be provided to athlete's who are dismissed or suspended from any team for any reason, including misconduct, disciplinary actions, or academic failure. The fee has no bearing on the athlete's playing time.

### **Athletic Booster Association**

The Shrewsbury High School Athletic Boosters Association is a charitable, non-profit organization whose purpose it is to encourage enthusiastic support and interest in Shrewsbury High School and middle school athletics to contribute to the advancement and needs of athletic programs in those schools; to lend support to the Director of Athletics and to award scholarships which contribute to the post-secondary education of graduating seniors. The boosters association accomplishes their mission through various fundraising activities including:

- Gold Card Sales
- Annual golf tournament
- Membership fees

### **How to help:**

- Attend a monthly meeting held the 2nd Monday of each month at 7 p.m. in the high school media center or the Class of 2002 conference room.
- Become a sport representative
- Help with fundraisers  
E-mail Jason Costa ([jcosta@shrewsbury.12.ma.us](mailto:jcosta@shrewsbury.12.ma.us)) for more information on becoming a Booster.



## Section 5

# Dances

Student behavior at dances must be consistent with the standards of decency, maturity, and respect expected of all members of the school community. All students and guests are expected to observe the following guidelines:

- No Inappropriate contact or gestures
- No front to back touching or grinding
- No bending over
- A partner's hands must remain above the waist
- All students must present their IDs to attend school dances or be able to prove that they are an SHS student.
- SHS students may be permitted to have guests from outside SHS only for the sophomore semi-formal, junior prom and senior prom. Outside an administrator must approve guests. A completed Guest Request Form is required along with a photo ID.
- Students must be in attendance at school on the day of the dance.
- Students are expected to be in the dance and not in the surrounding hallways.
- If a student leaves the dance and goes out into the parking lot, he/she will not be permitted to return.
- The administration reserves the right to exclude any a current or former students who are not in good standing from any dance/prom.
- The school administration may administer a handheld breathalyzer if an administrator suspects a student is under the influence of alcohol.

## Section 6

# Fundraising

The Assistant Principal for Student Services approves fundraising activities for clubs and classes at Shrewsbury High School.

- In general, no two classes or clubs may use the same fundraiser in any given school year.
- Every fundraiser must have a start and end date.
- If house-to-house canvassing is necessary, School Committee approval is needed.
- Students must return collected money to the main office or unsold product by the deadlines established and published by the sponsoring organization, or they will assume responsibility for the funds.

# STUDENT ATTENDANCE AND CODE OF CONDUCT

## Section 1

# Attendance Policy

Regular attendance is an essential part of each student's educational experience. Daily contact with teachers and other students is a vital part of each student's intellectual and social growth. Regular attendance and participation in class should lead to a valuable learning experience; the faculty and administration believe that this participation is an essential part of learning. A lack of responsibility and commitment to good attendance will result in a loss of credit.

### **General Attendance Guidelines and Regulations**

- If you will be absent from school, please have a parent or guardian call, 841-8809 and explain the absence to the attendance secretary.
- Class attendance will be accurately and permanently recorded by classroom teachers via PowerSchool.
- Any student including those who are suspended from school may lose credit if they exceed nine absences per semester.
- Parents or guardians are expected to call when a student is absent from school. Additionally, students who are absent from or tardy to school must submit a note to the attendance office the day the student returns to school. No notes will be accepted beyond three days after the student's return to school.
- Note must indicate date(s) of absence(s) and reason and be signed by a parent/guardian.
- A note does not excuse any absence; it only verifies it. The school may check the authenticity of any note received from a parent or guardian.
- Failure to submit an appropriate and legitimate note for absences and tardies may result in loss of credit. Parents and students must maintain a record of their absences/ tardies, as the school will not provide a list of dates. No notes will be accepted beyond three days after the student's return to school.
- Students who are tardy to school, after 7:35 a.m., must report to the attendance office and receive a pass that is then presented to the teacher. Students with excessive tardies to school, more than three in a month, will be referred for disciplinary action.
- Students are expected to be in class on time. A student who is marked tardy four times in one semester will receive one absence in that class. Additionally, students who are tardy to class may receive detention from the classroom

teacher; students who are habitually tardy will be referred to the appropriate administrator for further disciplinary action. A student who arrives after twenty minutes is considered absent. Students who are tardy to school due to a late bus (an excused tardy) must report to the Attendance Office to be issued a pass.

- Students absent for more than nine days in a class that meets every day in the cycle during a semester will lose credit for that class in that semester.

Additionally:

- The attendance office staff will notify, in writing, that a student has exceeded four days of absences and will lose credit in the course if the student exceeds nine absences.
- The student may still receive a passing grade but will not receive credit toward graduation if the student is absent for more than nine days in a semester course.
- A student's class rank and grade point average (GPA) will be affected by a loss of credit.
- The student's transcript will clearly reflect the loss of credit because of excessive absences.
- A student has the right to request a waiver of the attendance policy.
- Students who enroll after the start of the semester will have the maximum number of absences adjusted.

Attendance responsibilities include:

1. Students are responsible for attending classes and maintaining accurate attendance records.
2. Parents are responsible for providing a current phone number where they can be reached.
3. The attendance staff is responsible for notifying, in writing, parent and students who have excessive absences.
4. Administrators are responsible for conferring with students, parents and staff as well as administering appropriate discipline when a student has an excessive number of absences.
5. Students must be in attendance for at least half of the school day to participate in any school activities. This includes, but is not limited to, all athletic practices/events; rehearsals/performances; class/club events; after school/evening meetings. Three periods constitute a half-day. Students who are tardy after or dismissed before 10:30 am are marked absent for the day and are ineligible to participate in activities for that day.
6. A student suspended from school is suspended from participation in or observation of any school event for the length of the suspension.

## Section 2

# Attendance Waiver Review Process

If a student has lost credit due to excessive absences, he may request a waiver of the attendance policy. Students should follow these steps:

- Complete the Request for Waiver of the Attendance Policy form available in the attendance office. Submit the form, with appropriate signatures, to the attendance office by the date specified.
- Completed forms will be verified by the attendance office staff for accuracy.
- The attendance office staff will forward all completed forms to the appropriate administrator for review and consideration. The administrator will also review the student's attendance folder containing all appropriate paperwork and information related to the student's attendance.
- A student may be asked to appear before an Attendance Review Committee--consisting of an administrator, counselor, teacher, nurse, attendance clerk and other appropriate school staff--to explain, in person, the nature of the request. The administrator is responsible for receiving input from the Attendance Review Committee and making the decision to grant or deny the student's request.
- A student may appeal the Attendance Review Committee's decision to the Principal.

## Section 3

# Dismissals & Disciplinary Regulations and Guidelines

### Dismissals

Students are not permitted to leave the school grounds at any time during the school day without a note from home and approval from the attendance office. All dismissal notes from parents or those students who are 18 years of age must be turned in to the attendance office before school and must have a telephone number where the parent can be reached prior to the time of the dismissal. Dismissals are not permitted by phone.

A student who becomes ill during the school day must report to the school nurse who will arrange for the student to be dismissed. Students who are dismissed must check out in the attendance office and leave the building through the main entrance. Students leaving school grounds without permission will be subject to suspension. Students will not be allowed to drive another student during the school day without administrative approval.

### Disciplinary Regulations and Guidelines

Shrewsbury High School values a respectful and safe school community. In order to encourage the development of self-discipline and a respect for the rights of others as well as to maintain an atmosphere that is conducive to learning, rules and regulations are necessary. To assist in the maintenance of an orderly educational system, disciplinary regulations have been established and apply to all students.

Breaches of discipline generally fall into four broad categories:

- Disruption of the teaching-learning situation
- Injuries to oneself or to others
- Damages to personal or public property
- Violations of school regulations or civil law

Disciplinary procedures at Shrewsbury High School range from an informal conference to expulsion from school. The procedure to be used in a particular instance depends upon the infraction, specific circumstances, and the individual's overall pattern of behavior. In general, four disciplinary procedures may be enforced depending on the infraction:

- Detention
- Saturday detention
- Suspension
- Expulsion

Alternatively, a student may be required to complete community service.

The principal, or his/her designee, may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined below.



## Section 4

# Suspension

Suspension from school is regulated under Massachusetts General Law Sec. 71 Chapter 37H 3/4. The principal, or his/her designee, may suspend students on a short-term or long-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension or long-term suspension:

**Short-term suspension** (period of less than 10 school days)

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:

- i. The disciplinary offense;
- ii. The basis for the charge;
- iii. The potential consequences, including the potential length of the suspension;
- iv. The opportunity to have a hearing with the principal/designee and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;

v. The date, time, and location of the hearing;

vi. The right of the parent and student to interpreter services at the hearing; and

vii. If the student may be placed on a long-term suspension following the hearing with the principal:

1. The rights set forth under the "Long-Term Suspension"; and

2. The right to appeal the principal's decision to the superintendent.

2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances.

3. The principal/designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal/designee must be able to document reasonable efforts to include the parent. The principal/designee is presumed to have made reasonable efforts if the principal/designee sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

4. Based on the available information, the principal/designee shall make a determination as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The principal/designee shall notify the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

**Long-term Suspension** (period of more than 10 school days):

All of the same procedures as outlined in short term suspensions (1-4) including the following:

1. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.

2. The student shall also have the right to be represented by counsel or a layperson at the choice and expense of the student/parent.

3. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented

by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of

the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.

4. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances that the principal should consider in determining consequences for the student.

5. The principal shall make a determination as to whether the student committed the disciplinary offenses and what consequences shall be imposed. The principal shall notice the student and parent in writing of his/her decision, including the following information:

i. The disciplinary offense, the date on which the hearing took place, and the participants in the hearing;

ii. The key facts and conclusions reached by the principal;

iii. The length and effective date of the suspension and the date of return to school;

iv. The notice the student's opportunity to receive education services to make academic progress during the suspension;

v. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superinten-

dent within five (5) calendar days of the effective date of the long-term suspension.

- a. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
- b. The superintendent shall make a good-faith effort to include the parent in the hearing.
- c. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
- d. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
- e. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
- f. The decision of the superintendent shall be the final decision of the school district.

## Section 5

# Academic Progress During Suspension & Procedures for Emergency Removal

### **Academic progress during suspension**

Any student who is serving a short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, test, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom.

### **Educational Service Plan**

Any student who is excluded for more than ten consecutive days will be provided the opportunity to make up work by participating in one of two school-provided educational service options.

### **Procedures for emergency removal**

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption; the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity

for a hearing with the principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, long-term suspension, or expulsion).

## Section 6

# Expulsion

The following offenses, detailed in Mass. General Laws (MGL), Chapter 71, Section 37H, may be cause for expulsion from school:

1. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, as defined in MGL, Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).

4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent.

5. When a student is expelled under the provisions of this section, the school shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of Chapter 76.

## Section 7

# Violations

Violations of these established norms of student behavior may result in disciplinary action including suspension.

1. The possession and/or use of illegal chemical substances, including alcohol are prohibited. Students possessing, using, distributing and/or under the influence of illegal chemical substances are subject to expulsion. The possession, use and/or distribution of alcohol at school or at school-sponsored activities (including events at other schools/districts) will result in the following disciplinary actions:

- Students found in the possession of alcoholic beverages and/or under the influence of alcohol may be suspended from school for a minimum of five days.
- A parent conference will be held upon reentry to school and the school administration may require the student to seek outside counseling at the student's expense.
- Depending upon the nature of the situation, the police will be notified.
- A student may lose the right to participate in any extra-curricular activities up to a semester in duration as a result of a violation of this policy.

2. SHS is dedicated to providing a tobacco-free campus. The possession and/or use of tobacco products, including cigarettes, cigars, e-cigarettes, vapor pens, snuff and chewing tobacco, is prohibited on campus. Students using or possessing any of the previously mentioned products will be subject to the following progressive disciplinary actions:

- Students possessing or using tobacco products will be suspended a minimum of three days.
- A student guilty of repeated offenses will be suspended up to 5 days.
- Any action may be deferred if a student can verify that he or she is participating in a smoking cessation program.

3. Fighting, harassment, or abusive behavior or discrimination toward another student, will result in suspension.

- Fighting causes an automatic suspension of ten (10) days.
- Repeated fighting or assault may lead to expulsion and will be reported to the police.
- Fighting outside of school may impact a student in school if the incident adversely affects another student or the school community.

- Students who encourage or incite other students to fight may be subject to suspension.
4. Disrespect, insolence, harassment or insubordination toward school staff.
  5. Truancy from school.
  6. Unauthorized absence from class or study hall or other school assignment.
  7. Habitual tardiness to school (i.e., more than 3 in a term).
  8. Games associated with gambling.
  9. Lewd or vulgar, obscene, profane, sexist or racist communications (including displays on clothing).
  10. Unsportsmanlike conduct by participants or spectators at school competitions.
  11. Physical acts of affection that violate norms of good taste.
  12. Leaving, wandering in or out of the building and being in unauthorized areas including the student parking lot.
  13. Opening the locker of another student without permission or stealing and/or destroying the contents.
  14. Unauthorized possession of dangerous or destructive articles or material, including, for example, weapons, look alike weapons or firecrackers. A weapon is an object designed to do bodily harm or an object actually used in threatening or inflicting bodily harm.
  15. Vandalism, destruction or abuse of school or student property.
  16. Hazing or endangering the health (physical or mental) of a student as part of an initiation procedure of any kind.
  17. Stealing school property the property of any member of the SHS Community will not be tolerated.
  18. Bullying and harassment will result in disciplinary action, including suspension and, as appropriate, referral to the police.

**Section 8**  
**Felony Complaint or Conviction &**  
**Suspending Students with Special Needs under the Individuals with Disabilities Education Act (IDEA)**

**Felony Complaint or Conviction**

According to Mass. General Laws (MGL) 37H 1/2 a student may be suspended from school for a period of time deemed appropriate by the principal if a student has been charged and/or convicted of a felony crime. The principal must determine that the student's continued presence in school will have a substantial detrimental effect on the school community. The student shall receive written notification of a hearing with the principal and, depending on the principal's decision, the student has the right to appeal the principal's decision to the superintendent of schools within 5 calendar days of the suspension. The Superintendent shall hold with the student and student's parent(s)/guardian within 3 calendar days of the request.

**Suspending Students with Special Needs under the Individuals with Disabilities Education Act (IDEA)**

1. Suspension shall be defined as any action that results in the removal of a student from his or her educational program.
2. The Special Education Department Director will receive a copy of the discipline notice when a special needs student is suspended.
3. The Individualized Education Plan (IEP) for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if a modification is required. If a modified discipline code is required, it will be written into the IEP.
4. If an Administrator determines an out-of-school suspension is appropriate, the student will be so informed and written notification will be sent by mail to the student's parents. A copy of the special education "Notice of Procedural Safeguards" will be included in the mailing. Students may not return to school until the date specified. A parent meeting may be required. Suspended students must not be on school grounds or in the building during the period of suspension. A student has the right to appeal the suspension to the Principal.



5. A student with special needs may be suspended up to 10 days in any school year without implementation of procedural requirements outlined below.

6. During suspension, the student will continue to complete work from the general curriculum and progress toward IEP goals.

Procedures for suspension of students with disabilities when suspensions exceed ten consecutive school days or when a pattern of suspension exceeding ten cumulative days has developed:

- A suspension of 10 consecutive school days or longer or a pattern of a series of suspensions must result in the reconvening of the Team. The Team, including school district personnel and the parent, will review the IEP Plan, teacher observations, parent information and other relevant information to determine if the behavior was caused directly by the student's disability or the district's failure to implement the IEP Plan. A "manifestation determination" will be completed as a result of this review and Team meeting.

- When a behavior is not a manifestation of the disability, the suspension may be implemented.

- If the behavior is a manifestation of the student's disability, the Team will review the behavioral plan or conduct a functional behavioral assessment and develop an appropriate behavioral plan for the student.

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## Section 9

# Disciplining Students with Special Needs under Section 504 of the Rehabilitation Act of 1973

### Discipline/Suspension/Expulsion

Any time a student is barred from school by school officials, the action should be regarded as a suspension. These procedures apply to students identified as disabled only under Section 504 of the Rehabilitation Act of 1973. If a student has been identified as disabled under both the Individuals with Disabilities Education Act (IDEA) and Section 504, the student will be disciplined exclusively under the IDEA procedures. In addition to the requirements set forth in these procedures, the regular disciplinary procedures must also be followed. The parent or adult student must be invited to attend all Manifestation Determination meetings under the Section 504 Notice Form.

### Short Term Suspensions (of ten days or less)

Section 504 students may receive suspensions of ten days or less under the same disciplinary procedures applicable to all students. Additional procedures may be required in cases of cumulative short-term suspensions exceeding 10 days in a school year when these suspensions constitute a change in placement. Factors to consider in determining whether the

multiple short-term suspensions amount to a change in placement include:

1. the length of each suspension;
2. the proximity of the suspension to each other; and
3. the total amount of time the student will be excluded

from school. If in considering these factors, the Section 504 Committee finds that additional suspensions will result in a change of placement, then the procedures applicable to long-term suspension and expulsion must be followed.

### Long Term Suspension and Expulsion

Prior to imposing a long-term suspension or expulsion of a student with a Section 504 plan, a committee must convene to determine if the misconduct gives rise to the disciplinary action was a manifestation of the student's disability and whether the student's plan was appropriate at the time of the misconduct. The committee members must be knowledgeable about the student and the student's disability through direct observation or review of the records. The committee's composition should include: a central office representative and other individuals as appropriate, principal/designee; stu-

dent's teacher(s); parent(s); student (if appropriate); and staff knowledgeable about the student's functioning and the meaning of the qualification data. The parent or adult student must be invited to participate in the Manifestation Determination Committee meeting. Minutes should be kept of the individuals attending the meeting, information considered by the committee, the decision of the committee, and the rationale for

the committee's decision using the Section 504 Manifestation Form. Either party may tape record the meeting. The parent or adult student may obtain a copy of any tape made by the committee during the meeting. If the committee determines that no manifestation exists, the student may be disciplined by utilizing the regular disciplinary procedures. If the committee determines that the misconduct is a manifestation of the student's disability, the student may not receive a long-term suspension or expulsion. However, the student may receive a short-term suspension provided that such an action does not result in a change of placement.

#### Exception to Section 504 Discipline Procedures

Students who have been identified as disabled under Section 504 and are recommended for discipline arising from the current use or possession of alcohol, illegal drugs, or a weapon may be disciplined by using the procedures applicable to regular education students. These cases do not require the use of additional procedures outlined above. The disciplinary action taken must be consistent with the disciplinary action applied to regular education students for the same offenses. Student

to whom these situations apply may not utilize the Section 504 hearing procedures.

#### Provision of Educational Services while on Suspension or Expulsion

Section 504 students are entitled to receive educational services while on suspension or expulsion.

## Section 10

# Drug Abuse Policy

In general, drug abuse is defined as the illegal possession, sale or illicit use of drugs on school property by students or others. Student drug abuse may consist of any of the following:

- Illicit experimentation - illegal trial use of drugs
- Misuse - improper use of medication or use in excess of recommended dosage
- Abuse - repeated, excessive, illegal, non prescribed use of drugs, short of dependence
- Dependence - a state of physical or psychic dependence, or both, upon a drug following administration of that drug on a repeated periodic or continuous basis

Regulations and Procedure regarding the illicit use of drugs:

- In general, problems and suspected problems in the illicit use of drugs will be handled according to the customary pattern of accident and illness procedures already in effect at each school.

If school personnel discover an instance of illicit drug use: •  
Refer to school nurse

- School nurse notifies Principal

- Principal will notify the parents (and the counselors in the secondary schools)

If a student voluntarily tells a confidant on the school staff of a personal drug problem, the trust should be maintained, with the confidant making every effort to convince the student to either inform his parents or allow the confidant to do so. If this fails, the health and guidance staff should be prepared to direct a student to appropriate local resources. If a student's illicit use of drugs becomes evident and creates an emergency situation, the actions toward the student should be channeled through the school's health services.

Following an instance of suspected illicit use of drugs, the Principal will institute follow-up procedures that will include a review of the situation and consideration of appropriate action. Such action might include disciplinary measures, counseling and/or referral to other agencies, or notification of the police. If controlled or narcotic drugs are involved, an attempt should be made to determine whether they were for personal use or for distribution. If drugs were for distribution, the local police will be notified.

Regulations regarding the possession of controlled substances on school property or while the student is under school supervision:

- Handling controlled substances: The nurse and school principal or administrator shall be responsible for handling controlled substances. Any other persons in the schools who come into possession of controlled substances shall as soon as possible, turn them over to these designated persons. Receipts must be furnished upon presentation and demanded upon relinquishing possession. A procedure for maintaining confidentiality will be developed between the building administrators and local police department.
- Offenses should be reported to designated officials as follows:
  1. School personnel will report suspected possession or sale of controlled substance to the building principal.
  2. Upon observing a student in possession of controlled substances, school personnel should take immediate possession of the controlled substance and turn it over to the Principal.
  3. The Principal or his designee should turn over to police all controlled substances coming into his possession with information about how it was obtained.
- Under the supervision of the school administrator or his designee, student lockers, desks, or belongings, may be searched if the administrator has a reasonable suspicion a student may be in possession of drugs or contraband.

# Search and Seizure & Student Vehicles and Parking

## **Search and Seizure**

Search and seizures of students and student property will be conducted only when such search and/or seizure is deemed necessary by the school administrator who has a reasonable suspicion that a student possesses an illegal substance or weapons and/or to preserve order and safety in the school. School lockers are school property assigned to students for use during the school year. Lockers are subject to searches by the school's administration and staff. On occasion, the police department and school administration will have trained drug-sniffing dogs to check school property including classrooms, lockers, and parking lots for contraband. When violations of the law are suspected, police officials will be contacted.

## **Student Vehicles and Parking**

Parking is limited at Shrewsbury High School and is a privilege that may be revoked or suspended if a student driver does not adhere to the following guidelines:

- Students must register their car and/or motorcycle with the main office.
- Vehicles must be parked in the student-designated areas only.

- No student cars are to be parked in the fire lane or faculty parking areas. Student cars in these areas may be towed away at the owner's expense.
- The speed limit on school grounds is fifteen (15) miles per hour.
- Drivers are responsible if any students are found in their cars during school hours.
- Students are not permitted to leave school in their cars without permission.
- Students are not permitted to be in their cars during the school day without administrative approval.
- On occasion, the police department and school administration will have trained, drug-sniffing dogs checking cars in the student parking lot for contraband. The student owner/driver of a car containing illegal drugs, alcohol or other illegal contraband will be held responsible and is subject to disciplinary action.

# Cheating and Plagiarism

Cheating is obtaining information or copying another's work for the purpose of presenting it as one's own work, or providing information to others who have not acquired it through work of their own. The high school faculty considers plagiarism to be the use of material (from books, magazines, the Internet, journals, electronic media, etc.) without proper documentation; this includes copying of papers, paragraphs, ideas, parts of sentences, sentences, or argumentative structures and calling the work one's own. Paraphrasing material without proper documentation is also plagiarism. Both cheating and plagiarism are unacceptable, dishonest, and indicate a lack of integrity. Cheating and plagiarism will not be tolerated and will result in the following disciplinary action:

1. If a teacher determines that a cheating or plagiarism incident has occurred, the teacher will assign a zero to the student(s) involved. Additionally, the teacher must inform the student's parents, guidance counselor, department director, and grade administrator and the action taken regarding the incident. The guidance counselor will record the incident in the student's file. The student has a right to appeal the teacher's action to the department director. The principal may send a letter to the student expressing his concern about the incident.
2. In the event a student is responsible for two or more incidents of cheating or plagiarism within the same course, the student will be assigned a failing grade for the specific as-

signment and a failing grade for the quarter in which the most recent incident occurred. The teacher will inform the student's parents, guidance counselor, grade administrator, and principal of the incident and the action taken. The principal will send a letter to the student and parents explaining his concern about the most recent incident; a copy of the letter and any action taken will become part of the student's file.

3. In the event a student is responsible for a cheating or plagiarism incident involving other students or multiple incidences of cheating or plagiarism involving more than one teacher during the school year or over the time of the student's high school career, the student will receive a failing grade for the assignment(s) and a failing grade for the course(s) in the quarter in which the incident occurred. Repeated offenses will be tracked by guidance and reported to both the appropriate grade level administrator and affected department director(s). In addition to academic (grading) consequences, the student faces disciplinary action, including suspension from school. The teacher(s) will inform the student's parents, guidance counselor, grade administrator, and principal of the incident and the action taken. The principal will send a letter to the student and parent about the incident and hold a parent meeting to discuss the student's actions and make plans to assist the student. A copy of the letter and any action taken will become part of the student's file.

## Section 13

# Electronics Policy

SHS believes that uninterrupted, high quality classroom instruction is the most important business of the school. In order to prevent disruption of the educational environment, the responsible and appropriate use of these devices is approved in the following instances only and in accordance with the responsible use policy of the Shrewsbury Public Schools:

The following is not allowed:

- Students should not be using their phone to make calls. If a student has an emergency need to make a phone call, he/she should report to an Assistant Principal's or Guidance office to ask permission to use their phone.
- Cell phones and electronic devices are not to be used in locker room areas.
- The use of audio/video recording devices is prohibited without the express consent of the teacher or administrator. A violation of this prohibition may be considered a serious infraction and may lead to suspension.
- Wearing or using headphones is not allowed during passing times or in the commons. Wearing or using headphones/earbuds is allowed in the classroom or media center with the approval of the classroom teacher, media specialist, or administrator.

- Devices that are deemed by a teacher or administrator to be disruptive of the educational environment may be confiscated and held until the end of the school day. The confiscated device may be retrieved by a parent/guardian from the assistant principal's office or after the student completes the assigned discipline ranging from teacher assigned detentions to suspension. Failure to surrender the device to a faculty member or administrator when asked may result in a suspension from school for insubordination.

Note: Using electronic devices during the school day is a privilege granted by the school. The Principal may suspend these privileges at any time for any reason he/she deems necessary.



## Section 14

# iPad Expectations

Students are provided an iPad outfitted with a keyboard case. SHS expects you to use the iPad as a tool to help enhance your learning and develop a better understanding of how to navigate your online presence. Students should realize they are part of a community that is local and global - everything you do online e.g. post, write, like, friend, comment, pin, +1, tweet, message, IM, text, etc. defines you to your local community, teachers, parents, friends, neighbors, college admissions officers, future employers, the whole world. What do you want this “personal brand” to say about you?

Unfortunately, the reality is that you need to act as though nothing is private and nothing can be deleted

Baseline expectations for iPad use are as follows:

- make sure the device and keyboard are charged each day for school
- students are responsible for the care and protection of the iPad. This includes to and from school, field trips, and co-curricular activities like athletics, speech and debate, robotics, etc.
- keep the iPad and keyboard in its case
- keep away from liquids

- students must lock/secure their iPad in a safe place while they are not in use
- the capturing of still photography and audio/video recording is prohibited without the express consent of the parties being recorded, including fellow students, teachers, and administrators, and permission from a teacher or administrator
- iMessaging and AirDrop are accessible and should only be used for academic purposes during the school day
- students must not remove or alter any identification tag or label from their device
- students will leave all settings as installed and not attempt to “jailbreak” or remove or bypass the device from the SPS management system
- review the SPS Responsible Use Policy located in the appendix.
- the iPad is a school owned device and there is no expectation of privacy, students may have their iPad inspected by an administrator

# iPad Damage & Repairs

Damage to district-owned iPads must be repaired. Similar to how students and their families are responsible for textbooks or other equipment issued to the student, families are responsible for protecting the iPad and are liable for any and all damage to the device, accidental or otherwise. All iPad damage must be reported to the Student Innovation Team helpdesk via email at [studentithelp@students.shrewsbury.k12.ma.us](mailto:studentithelp@students.shrewsbury.k12.ma.us) as soon as possible. In order to protect the school's supply of loaner iPads, if a family elects to purchase an insurance policy through the third-party insurer partnering with the school district (Securranty), the iPad must be submitted to Securranty for repair within 5 days of the breakage. If a family elects to repair the damage through their own outside insurance provider or other Apple Authorized Service Provider, the iPad must be repaired within three weeks of the breakage. Alternatively, the repair can be performed through the school's repair process. Under this option, upon completion of the repair, the District would invoice the family for the cost of the repair.

If iPads are not repaired or submitted for repair within the specified timelines, the District may invoice families for the replacement cost of the iPad (\$479).

In order to protect the taxpayers' investment in the equipment and to be fair to subsequent recipients of an iPad, the District

reserves the right to inspect all repairs and require corrections if repairs are not satisfactory.

If the iPad requires replacement, the family must reimburse the District for the replacement cost rather than purchase the replacement directly, as family-purchased iPads cannot be fully managed in our system.

iPads are required to remain in district-issued cases. For safety reasons, all glass damage must be repaired. iPads with damaged glass will not be allowed to be used in school. Staff members who notice damaged glass will report the student's name to the homeroom teacher or administrator who will then remove the iPad from use and notify the parent. The District reserves the right to require that any damage to an iPad be repaired, regardless of whether it affects functionality. If there is damage to, loss, or theft of the case, families must reimburse the District for the replacement cost of the case. If there is damage to, loss, or theft of the charger or cord, families must reimburse the District for the replacement cost of those items.

If a loaner iPad is damaged, the family will be invoiced for the cost of any repairs to the loaner (or replacement cost if the device is not repairable).



## Section 16

# School Bus Rules

The following list of behaviors (established by the School Department) are considered inappropriate on a school bus and violation of these may result in disciplinary action including suspension:

1. loud talking; failure to stay seated
2. annoying/bulling others
3. use of profanity; damage to bus
4. throwing objects, spitting, or spit balls; littering; tampering with possessions of others
5. refusal to obey driver; distracting driver
6. fighting, including pushing/wrestling
7. gambling
8. lighting matches/lighter
9. possession of knives or other dangerous objects
10. possession or use of tobacco, alcohol, drugs or controlled substances.

The bus driver will report misconduct to the appropriate personnel. Consequences for repeated violation of bus rules could result in the following:

1. loss of bus privileges or suspension from school for up to ten days
2. permanent suspension of bus privileges
3. illegal activity will be referred to the Shrewsbury Police Department

# Commons Guidelines & Detentions

## Commons Guidelines

Students are expected to conduct themselves in an appropriate and respectful manner when using the Commons. The following regulations are a guide to proper behavior in the commons:

- Throwing any item is forbidden and can lead to suspension from school.
- Students are responsible for picking up after themselves.
- Under no circumstances is food to be taken out of the commons into classrooms without permission.

## Detentions

The Administration assigns office detentions, which will begin at 2:00 p.m. Students will be given one-day notice; parents must provide transportation. Students who have obtained a detention must report with school materials to study. Failure to comply with the rules may result in not receiving credit for attendance. An excessive accumulation will result in Saturday detention or out-of-school suspension.

## Section 18

# Passes & Student Property

### **Passes**

Students are allowed in corridors during class time if they have a pass, issued by a member of the high school staff, which states where the student is coming from, the time he/she left, and the destination. Students also must sign out of class. Passes to leave the building can only be issued by the administrators. Seniors, however, are allowed to access the resources of the school during senior study period.

### **Student Property**

Certain student property (including personal audio equipment, cell phones, playing cards used for gambling, squirt guns, etc.) does not belong in school. Property confiscated from a student because it is disruptive to the school program or against school rules will be placed in the front office and returned to parents or students upon administrative approval. The School Department will not be responsible for student property not picked up at the designated time. This policy does not apply to properties taken according to the Search and Seizure policy. Property that threatens the safety of any member of the school community or is in violation of the law will be handed over to the police or retained for a longer period of time dependent upon the property and circumstances surrounding its confiscation. The school department is not responsible for lost, stolen, or damaged personal property that is brought to and stored at school. Valuable personal items should be kept at home.

## Section 19

# Dress Code

Parents are responsible for discussing with their children the kind and type of clothing that is considered appropriate to wear in a school setting. Clothing that is too revealing (e.g., clothing that exposes underpants, the midriff, and cleavage) is inappropriate in a school setting. Students should use good judgment regarding appropriate attire in school.

require a student to change or cover up as necessary and appropriate.

- Garments and/or jewelry that display or suggest/ promote sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
- To promote school safety, the wearing or showing of bandanas is strictly prohibited as are any other gang related clothes, jewelry, and insignias.
- Students will not wear hats in school while classes are in session. Hats may be worn to school and placed in lockers but cannot be worn or carried in the halls, cafeteria, or classrooms during the regular school day.
- Bare feet are not allowed for the obvious reasons of safety and hygiene.
- Vulgar, obscene, sexist or profane communications displayed on clothing are strictly forbidden. Administrators will determine what constitutes appropriate attire and may re-

## Section 20

# Fraternities and Sororities & Hazing

### **Fraternities and Sororities**

The Massachusetts Secondary Schools' Association maintains that fraternities, sororities, and other restrictive or secret organizations are not properly part of the public school function. We do not authorize, permit, or recognize the activities of these organizations at Shrewsbury High School.

### **Hazing**

Hazing is prohibited at Shrewsbury High School. Hazing means any conduct or public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, sexual abuse, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. A student may not consent to hazing.



## Section 21

# Bullying and Harassment

Bullying and harassment are unacceptable at Shrewsbury High School. Bullying and harassment includes conduct that threatens, demeans, intimidates, or harms another with physical, verbal, emotional, racist, abusive or unwanted sexual behavior and/or action. Bullying and harassment will result in severe disciplinary action, including suspension and, as appropriate, referral to the police.

**Abridged School Committee Policy on Bullying Prevention and Intervention - Approved by the School Committee – October 23, 2014**

**(The policy in its entirety can be found on the Shrewsbury Public Schools website**

**<http://schools.shrewsbury-ma.gov/> )**

The Shrewsbury Public Schools holds a core value of “respect and responsibility” and, as such, is committed to the continuous improvement of learning environments. In order to achieve these aspirations, the Shrewsbury Public Schools is committed to providing school environments where students are not subject to bullying and cyberbullying and the effects of such actions.

Acts of bullying and cyberbullying are prohibited:

- on school grounds; on property immediately adjacent to school grounds; at a school-sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology, including use of the school district’s network for World Wide Web/internet/intranet access; use of a personal electronic device when present at the locations cited above; or use of an electronic device owned, leased or used by the school district, and
- at a location, activity, function or program that is not school-related, or through the use of technology, including through the World Wide Web/internet or use of an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, or who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying, also is prohibited.

Incidents of bullying may, in addition to being a violation of this policy, constitute a violation of civil rights laws including but not limited to Title II, Title VI, Title IX, and Section 504. Please see the anti-discrimination/harassment policies of the Shrewsbury Public Schools for further information.

# Definitions Relating to Bullying/Harassment

## Definitions

**Aggressor** is a student who engages in bullying, cyberbullying, or retaliation.

**Bullying**, as defined in M.G.L. c.71, s. 37O, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or of damage to his property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including intimidating an individual into taking an action against his/her will; oral or written threats; teasing; putdowns; name-calling; stalking; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

**Cyberbullying**, as defined in M.G.L. c.71, s. 37O is bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying also includes:

- A. the creation of a web page or blog in which the creator assumes the identity of another person;
- B. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying; and
- C. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated above in clauses (i) to (v), inclusive, of the definition of bullying.

Cyberbullying may include conduct such as sending derogatory, harassing or threatening email messages, instant messages, or text messages; creating websites or posting comments on websites that ridicule, humiliate, or intimidate others; and posting on websites or disseminating embarrassing or inappropriate pictures or images of others.

**Hostile Environment**, as defined in M.G.L. c. 71, s. 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

**Target** is a student against whom bullying, cyberbullying or retaliation has been perpetrated.

**Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Incidents of bullying may, in addition to being a violation of this policy, constitute a violation of civil rights laws including but not limited to Title II, Title VI, Title IX, and Section 504. Please see the anti-discrimination/harassment policies of the Shrewsbury Public Schools for further information.

## Section 23

# Bullying and Retaliation Are Prohibited and Will Lead to Discipline & Reporting Obligations and Methods

### **Bullying and Retaliation Are Prohibited and Will Lead to Discipline**

The Shrewsbury Public Schools absolutely prohibits bullying, cyberbullying and retaliation as defined above. Students who engage in bullying or retaliation will be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, reflective writing assignments intended to educate the aggressor, detentions, Saturday school, short-term or long-term suspensions, or expulsions from school as determined by the school administration, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment. Disciplinary actions will be in accordance with administrative disciplinary policies and applicable state and federal laws.

### **Reporting Obligations and Methods**

#### **Reporting by Students, Parents/Guardians, and Others:**

The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. An individual may make an anonymous report of bullying or retaliation; however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

**Reporting to Parents/Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, and that principal or designee shall notify the student's parents of the report and procedures.

## Section 24

# Bullying Investigation Procedures

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all the circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

**Pre-Investigation:** Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

**Written statement of the complaint:** The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred.

It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing

and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

**Interviews:** Once the allegations of the complainant are established, the investigator will gather other evidence, which may involve interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

**Confidentiality:** The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

## Section 25

# Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924 F.2d 872 (9th Cir. 1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- holding parent conferences;
- transferring student's classroom or school;
- limiting or denying student access to a part, or area, of a school;

- enhancing adult supervision on school premises;
- school-related functions, after-school programs, and/or extra-curricular activities;
- excluding from participation in school-sponsored or
- providing relevant educational activities for individual students or groups of students (guidance counselors and others in the school setting who have been trained in working with students on interpersonal issues may be helpful in providing such programs);
- student action plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately (it is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student);
- arranging for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them (such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power); and

- providing counseling (or other appropriate services) or referral to such services outside of school for the target and/ or the aggressor and/or for appropriate family members of said students. The cost of outside counseling or other social services will not be the responsibility of the school district.

### **Closing the Complaint and Possible Follow-Up:**

If a complaint is substantiated, school staff will promptly provide notice to the parent/guardian of the target and the aggressor. Notice will indicate what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians—unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.



# Appendix School Policies

## Section 1

# Shrewsbury Public Schools Statement of Non-Discrimination

The Shrewsbury Public Schools are required by the Massachusetts Department of Education to publish an annual statement of non-discrimination. This notice serves to meet that requirement.

The Massachusetts Equal Educational Opportunity statute, General Laws Chapter 76, § 5, ensures that all students have the right to equal educational opportunities in the public schools. The Shrewsbury Public School District is committed to ensuring equal educational opportunities for all students, and does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability. The Shrewsbury Public Schools are in compliance with state and federal laws prohibiting discrimination and harassment. The following laws apply:

- Massachusetts General Law Chapter 76, § 5, which states, "No person shall be excluded from or discriminated against in the admission to a public school or in obtaining the advantages, privileges, and course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation."
- Title IX of the Educational Amendments of 1972, is a federal statute which states, in part, "No person in the United States shall on the basis of sex be excluded from participa-

tion in, be denied the benefits of, or be subject to discrimination under any educational program receiving federal assistance." This requirement not to discriminate in educational programs and activities also extends to employment. Ms. Barb Malone is the Title IX Coordinator.

- Title VI of the Civil Rights Act of 1964, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Title VI provided for equal access and prohibits discrimination in the assignment of students to classes. It also prohibits discrimination in ability grouping or tracking students.

## Section 2

# Harassment Policy and Procedures

The Shrewsbury School Committee's Policies #316 and #645 deal directly with the issues of harassment. Copies of these policies are available in the Principal's Office at each school or through the Superintendent's Office, located at 100 Maple Avenue, Shrewsbury, MA 01545. Further information may be obtained by contacting Ms. Barbara Malone, Director of Human Resources at (508) 841-8400. The Shrewsbury Public Schools does not and will not knowingly discriminate against any student or employee on the basis of race, color, sex, religion, national origin, sexual orientation or disability. All reports of harassment or discrimination will be taken seriously and investigated in a timely fashion. Reports will be held in the utmost confidence. The following grievance procedure which was approved by the Shrewsbury School Committee, is to be used for all issues relating to harassment or discrimination involving student and/or staff:

- Any individual who believes he/she has been the subject of harassment or discrimination should immediately report the incident, either verbally or in writing to an administrator, adjustment counselor, guidance counselor, or teacher. The principal must be notified in all cases of harassment or discrimination. All cases of harassment involving a staff member will be reported to the Director of Human Resources.

- An administrator will first meet with the parties involved in an attempt to resolve the issue informally.
- If the complainant is unable to meet with the alleged harasser, the administrator, teacher, or counselor may assist the complainant in drafting a letter clearly describing the incident (behavior, where and when it occurred), how the complainant felt, and a request that the behavior stop immediately.
- Any letter should be signed by the complainant, sent to the alleged harasser and kept on file by the school administrator. The alleged harasser may be encouraged to apologize, personally or by letter or to write a letter refuting the allegations.

In cases of alleged harassment requiring formal investigations, the following shall be implemented:

- The complainant shall have the support of a staff member of his/her choice and the alleged harasser will also have the opportunity to select representation (union representative, attorney, teacher, etc). An administrator from the appropriate level will complete an investigation promptly and make a decision regarding the allegations.

- • In serious cases where alleged harassment does not stop following a warning, appropriate disciplinary sanction may be imposed, up to and including suspension or dismissal.
- If the conduct violates the law the incident will be reported to the appropriate authorities by the school administration.
- Retaliation or threats of retaliation are unlawful and will not be tolerated.
- In all cases of harassment or discrimination the investigating administrator will make a final disposition and issue a written report, which will be maintained in the school's files.

If the complainant cannot utilize the procedure detailed above because the alleged harasser is involved in the procedure, the complainant should contact the Superintendent of Schools. Complaints about the Superintendent of Schools should be made to the Chairperson of the School Committee.

## Section 3

# Sexual Harassment Policy

The Shrewsbury School Committee has formulated Policy 316, which defines sexual harassment, establishes appropriate standards of conduct and sets guidelines for recognizing and dealing with sexual harassment. The text below is from policy 316; a complete copy of the policy is available in the main office of each school or at the Superintendent's Office at 100 Maple Avenue. The Shrewsbury Public Schools strive to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and acquire the skills necessary to become mature, responsible and productive citizens. Faculty and staff members work in a professional environment to help students fulfill these goals. Sexual harassment is an unlawful and destructive behavior that interferes with education and teaching, and therefore, will not be tolerated. The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when: submission to or rejection of such advances is made a term or condition of benefits, privileges, or the basis of academic achievement; or such requests or advances create an intimidating, hostile, humiliating or sexually offensive educational environment.

- Sexual harassment includes verbal and physical behavior related to gender or sexual preference that creates an intimidating or controlling environment.

- Sexual harassment may include but is not limited to: unwelcome sexual advances or requests for sexual favors inappropriate touching or verbal comments inappropriate written messages of a sexual nature or intimidation based on gender or sexual preference leering or voyeurism displaying sexually suggestive pictures or objects in school.
- No form of sexual harassment will be tolerated by Shrewsbury Public Schools. Anyone found to have committed any form of sexual harassment would be disciplined.
- Retaliation against any individual for reporting sexual harassment is unlawful and will not be tolerated.
- Student should report incident to a teacher, school guidance personnel, SRO or school administration. The school will inform parents and a meeting will take place.

### Reporting sexual harassment:

- Every report of sexual harassment will be taken seriously and investigated in a timely manner. Investigations will be conducted in confidence.

Whenever possible, any individual who believes that he/she has been harassed, should meet the harasser personally in order to resolve the issue on an informal basis. Students will be

assisted and supported in this process by an adult in the school. If the individual reporting the harassment does not want to meet directly with the harasser they must report the incident to the building administrator, the guidance/ adjustment counselor or the school psychologist. All cases of sexual harassment must be reported to the building principal.

## Section 4

# Physical Restraint Policy

The Shrewsbury Public Schools complies with the DOE restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

### Methods and Conditions for Implementation:

- School staff may use physical restraint only when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/ or others or pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.
- Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a parent or guardian. Seclusion is prohibited.
- The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or immi-

nent serious harm or from restraining students as otherwise provided in the Regulations.

### Staff Training:

- All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations) within the first month of school, including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the principal must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

### Reporting Requirements and Follow-Up:

- In instances where a physical restraint lasts more than five minutes or results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal / designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law

and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

- In the event that a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to DOE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.
- For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).
- Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

- Complaints and investigations regarding restraint practices are covered by District Policy 132, Steps for Handling Complaints. The above procedures and guidelines will be reviewed annually with school personnel and shared with students and parents. A copy of the regulations can be obtained from the Director of Special Education/ Pupil Personnel Services, who can be reached at (508) 841-8660. A copy of the regulations of the Department of Education may also be obtained at the following websites:  
[www.doe.edu/lawsregs/603cmr46.html](http://www.doe.edu/lawsregs/603cmr46.html)<<http://www.doe.edu/lawsregs/603cmr46.html>>.



## Section 5

# Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal statute which states, in part, "No otherwise qualified individual, shall solely on the basis of handicap, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." This requirement not to discriminate in educational programs and activities also extends to employment. Each school has a designated Section 504 Coordinator. Initial inquiries relating to Section 504 should be directed to the building-based Section 504 Coordinator who can be contacted through the principal's office. Further information may be requested by contacting the Director of Pupil Personnel Services at (508) 841-8660.

The following grievance procedure should be used to report discrimination under Section 504 of the Rehabilitation Acts of 1973:

- To fulfill its obligation under Section 504, the Shrewsbury Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against a person with a disability will knowingly be permitted in any of the programs or activities of the Shrewsbury Public Schools.
- The school district has a specific requirement under the Rehabilitation Act of 1973, which includes the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to free and appropriate educational services. Questions about eligibility or services should be first directed to the building-based coordinator.
- If a parent or guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing, first with the district's Section 504 Coordinator, and secondly with an impartial hearing officer. The district's Section 504 Coordinator can be reached at 15 Parker Road, Shrewsbury, MA 01545 or by phone at (508) 841-8660.
- The Director of Pupil Personnel Services, the district's Section 504 Coordinator, who will provide a written report of the district's findings, will hear all grievances in a timely manner. If a parent or guardian is unsatisfied with the results of the review they may appeal to the Superintendent of Schools.
- For grievances not resolved at the Superintendent's level, a review by an impartial hearing officer may be scheduled. Individuals with grievances are not required to use the Shrewsbury Public School's grievance procedure. Written complaints may be filed with the following agencies:

Massachusetts Department of Elementary and Secondary  
Education

75 Pleasant Street  
Malden, MA 02148-4906 (781) 338-3000

United States Department of Education Region 1 – Office of  
Civil Rights

John W. McCormack Post Office and Courthouse – Room  
222

Boston, MA 02109-4557 (617) 223-9662

Equal Employment Opportunity Commission  
One Congress Street  
Boston, MA 02114 (617) 565-3200

Mass. Commission Against Discrimination  
One Ashburton Place, Room 601  
Boston, MA 02108 (617) 727-3990

## Section 6

# Shrewsbury Public Schools Responsible Use of Technology

The use of technology is an important part of education in the 21st century. This School Committee policy was developed to guide the use of technology by students. Students must agree to the following stipulations in order to be allowed to use technology at school (the acknowledgement of this policy in the student handbook will serve as agreement).

1. Students shall use the Internet and all forms of school technology responsibly. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to use of technology that students may be able to use off site.
2. Students shall respect the rights of copyright owners by limiting copying to essential materials and providing attribution (citations) for images and text. Students shall avoid plagiarism by ensuring that their papers and projects reflect their thoughts and ideas as well as cited paraphrases, summaries and quotations. Students will ask teachers or media staff for assistance if they have questions regarding these terms.
3. Students shall understand that they may use a personal device on the school network, that they may be required to provide information about their device to the technology department to ensure that it can operate safely without disrupting others, that all school policies apply to them whether they are using their own device or school technologies, and that this privilege may be limited or revoked.
4. Students shall understand the network is a valuable resource for teaching, learning and many other forms of productivity for students, staff and parents. Students shall understand that downloading large files or attachments may compromise network speed and they will avoid this type of activity without permission even if they are using a personal device. Students shall limit their use of downloading large files to classroom lessons and research. Students engaging in schoolwork shall be given priority when accessing school technology.
5. Students shall understand that their participation in school interactive web resources--using a personal device or not--must represent what is expected from a student in the Shrewsbury Public Schools. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students shall promptly inform a teacher or admin-

istrator if any messages received or material reviewed is inappropriate.

6. Students shall understand that the district's Bullying Prevention and Intervention Plan applies to online behaviors and they shall comply with all provisions of that policy.
7. Students shall understand and shall comply with all personal technology guidelines associated with their school.
8. Students shall understand that school provided access to the Internet has to be filtered. If they need access to a blocked site, they shall work with their teachers to explore options available. Students shall not attempt to bypass any blocked sites or circumvent the filter in any manner.
9. Students shall not impersonate nor attempt to neither impersonate another nor use or attempt to use somebody else's accounts on any device. Students shall not delete or tamper with anyone else's files, folders, or work. Students shall not let another student use their accounts on any device.
10. Students shall understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
11. Students and their families shall understand that unless superseded by the liability schedule of a specific program they will be liable for full repair and replacement costs for

damage to school property, whether intentional or through negligence, including electronic devices.

12. Students shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.

Students shall understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

This policy will be reviewed within five years of adoption, or when necessary due to significant change in technology access or usage by students.

## Section 7

# Lab Safety Rules in Science, Tech, and Engineering

Laboratory investigations are imbedded in Shrewsbury High School science, technology and engineering classes. You may be using chemicals and or equipment that can cause serious harm to yourself or others if not used correctly while under the watchful eye of an instructor. SAFETY for yourself, your classmates and your teacher, is the top priority in every laboratory setting. To ensure a safe lab environment, the following rules must be followed at all times. Students who violate these rules, or misbehave in a way that results in unsafe conditions, will be subject to one or more of the following consequences (in addition to any other disciplinary action outlined in this handbook): immediate removal from the laboratory, teacher detention, a failing grade for that investigation, removal from future lab activities, and/or dismissal from the course.

### GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Read and understand all procedures thoroughly before you begin any experiment. Follow all written and verbal instructions carefully. If you do not understand directions or procedures, ask the instructor before proceeding.
3. No student may work in the laboratory without an instructor present.
4. Never touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so. Set up only the prescribed apparatus as directed by your instructions or your teacher.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor.
7. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Maintain a clean and tidy workstation. Bring only relevant materials to the lab area (instructions, data sheets, worksheets). Other materials should be kept away from the lab.
9. Keep aisles clear. Push your chair or stool under the desk or bench when not in use.
10. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station,

safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.

11. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
13. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink.
14. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
15. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.

16. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.

17. If there is a fire drill during a laboratory period containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
18. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
19. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

## CLOTHING

1. Any time chemicals, heat, or glassware are used, students must wear laboratory goggles.
2. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
3. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
4. Lab aprons are available for your use at any time during a laboratory activity. They must be worn when specifically instructed to do so.

## ACCIDENTS AND INJURIES

1. Report any accident or injury to the instructor immediately, no matter how trivial it may appear.
2. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
3. Notify the instructor immediately if any equipment or apparatus does not appear to be functioning properly.
4. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
5. If something spills or breaks, notify the instructor immediately and await instruction for proper handling and disposal of materials.
6. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.

## HANDLING CHEMICALS

1. All chemicals are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.

2. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
3. Never return unused chemicals to their original containers.
4. When transferring reagents from one container to another, hold the containers away from your body.
5. Acids must be handled with extreme care. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
6. Never remove chemicals or other materials from the laboratory area.
7. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

## HANDLING GLASSWARE AND EQUIPMENT 99

1. If you do not understand how to use a piece of equipment, ask the instructor for help.
2. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
3. Always lubricate glassware before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.

4. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
5. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
6. Do not immerse hot glassware in cold water; it may shatter.

## HEATING SUBSTANCES

1. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame.
2. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
3. When heating liquids in a test tube do not point the open end at yourself or anyone else.
4. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
5. Never look directly into a container that is being heated.

6. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.

Adapted from the Flinn Scientific Safety Contract, with permission from Flinn Scientific Inc.